

# **Street Signs and Building Numbers**

## **Section 1. Chapter Title**

This chapter shall be known as the Street and Road Naming and Building Numbering Ordinance for Mathews County, Virginia, or it may be referred to by its short title of "Road Naming Ordinance" and will be referred to herein as "this ordinance".

## **Section 2. Purpose**

The purpose of this ordinance is to provide for the assignment of names to streets and roads in Mathews County and the posting of street signs and building numbers to enhance the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery and business delivery.

## **Section 3. Authorization**

This Chapter is authorized by Code of Virginia (1950), as amended, Section 15.2-1200 and 15.2-1427, and is intended to provide for the health, safety, and general welfare of the public to enhance provisions of emergency services to the citizens of Mathews County.

## **Section 4. Mathews County Road Names**

### **Section 4.01 Official List of Names of Roads by the Board of Supervisors.**

The Board of Supervisors in cooperation and consultation with the Transportation Safety Commission, the Sheriff's Department, the United States Postmaster, the Department of Planning & Zoning and the Commissioner of Revenue shall have a map prepared to be entitled "Property Number Map of the County of Mathews, Virginia", which shall be adopted as the official map by which roads are named and property numbers assigned upon the signing and dating of said map by the said Board of Supervisors and the Clerk of the Board of Supervisors, following a Public Hearing. Said map shall be made up and adopted within one hundred eighty (180) days of the effective date as provided for in Section 5.10 of this ordinance.

- (01) Every public way and all roads with more than one improved property shall have a name.
- (02) The transportation Safety Commission is the final authority in accepting names for such roads. A road name accepted by the Transportation Committee shall not constitute or imply acceptance of the road as a public way.
- (03) The "Mathews County Road Name Index" to be adopted and filed in the Office of the County Administrator shall be the official listing of names for streets and roads in Mathews County and such streets and roads are hereby assigned the names listed therein. As used in the Ordinance, the terms "street" and "road" shall have the same

meaning and shall also include avenues, boulevards, highways, lanes, ways and similar street types.

#### **Section 4.02 Administrator**

The County Administrator, or his duly authorized agent, is hereby authorized to assign names to any public or private road or street in the county, which provides access to two or more occupied buildings after the effective date of this ordinance.

#### **Section 4.03 Guidelines for Road Names**

The County Administrator, or his duly authorized agent, is hereby authorized to negotiate with residents along streets or roads bearing duplicate of confusingly similar names in the County and to change the names of such roads or streets to eliminate such duplication, after the effective date of this ordinance.

#### **Section 4.04 New Road Name Assignment**

No street or road within the county shall be assigned a name on a subdivision plat or otherwise until such name is registered with the County Administrator, or his duly authorized agent, approved, and added to the "Mathews county Road Name Index". The County Administrator, or his duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, or deemed confusing for purposes of emergency response.

No street or road name currently shown on a subdivision plat filed with the County or otherwise shall be implemented by a subdivision owner until such name has been registered with the county Administrator, or his duly authorized agent, approved and added to the "Mathews County Road Name Index" provided, however, that this Section shall not apply to any road or street presently constructed on which street signs have been placed prior to the effective date of this ordinance. The County Administrator, or his duly authorized agent, shall have the right to refuse registration of any name already in use, confusingly similar to a name already registered, or deemed confusing for purposes of emergency response, after the effective date of this ordinance.

#### **Section 4.05 Street Sign Specifications**

All new street signs erected within Mathews County shall be in conformance with the specifications of the Virginia Department of Transportation (VDOT) or the Mathews County Board of Supervisors. Street name signs for use on primary routes and secondary roads at their intersection with primary routes shall have a minimum height of nine (9) inches, a minimum width of thirty (30) inches and a maximum width of forty-eight (48) inches. Widths greater than forty-eight (48) inches may be allowed in special cases upon approval of the Virginia Department of Transportation (VDOT) District Traffic Engineer. The standard letter height shall be six (6) inch Series C letters for the street name. The standard letter height of the suffix and prefix (if any) shall be three (3) inch Series C letters. Non-standard letter height may be allowed in special cases upon approval of the Virginia Department of Transportation (VDOT) District Traffic Engineer.

Street name signs for use on local secondary roads, subdivision streets, and private roads assigned names under this Ordinance shall have a minimum height of six (6) inches, a minimum width of twenty-four (24) inches and a maximum width of forty-two (42) inches. Widths greater than forty-two (42) inches may be allowed in special cases upon approval of the Virginia Department of Transportation (VDOT) District Traffic Engineer. The standard letter height shall be four (4) inch Series C letters for the street name. The standard letter height of the suffix and prefix (if any) shall be two (2) inch Series C letters. Non-standard letter height may be allowed in special cases upon approval of the Virginia Department of Transportation (VDOT) District Traffic Engineer.

All street name signs in Mathews County shall be fabricated with high intensity reflectorized sign sheeting. All sign text and numerals shall be white and the background of all signs shall be green. Signs at intersections of all public and private roads assigned names under this ordinance shall be mounted atop 2"X 2" galvanized sign posts with the signs appearing at a height of not less than seven (7) feet above grade.

#### **Section 4.06 Replacement of Signs**

The County Administrator, or his duly authorized agent, is hereby authorized to direct the placement of street signs at intersections within Mathews County. The initial costs of such signs and installation are to be appropriated from E911 telephone taxes as approved by the Mathews County Board of Supervisors.

The owner of any subdivision or other development shall erect or cause to be erected street signs in conformance with this Ordinance at any and all intersections within such subdivision of development upon the construction on any street on or after the effective date of this Ordinance. Where any subdivision owner is currently required to erect street signs but has failed to do so, the future erection of street signs shall be in conformance with this Ordinance.

### **Section 5. Numbering System for Structures and Parcels**

#### **Section 5.01 House Numbers**

A house or building number shall be assigned to each dwelling, commercial or industrial building in Mathews County. The combination of such numbers and the road or street name shall be the official address of such dwelling or building. Such location shall serve as the official mailing address for postal patrons receiving home or rural delivery.

When each house or building has been assigned it's respective address, the owner, occupant, or agent shall place or cause to be placed upon each house or building controlled by him the number of numbers assigned under the uniform numbering system within sixty (60) days of the notification of the assigned address.

Such numbers shall be placed shall be posted near the principal entrance to the property and in a manner as to be legible from the road on which the property is located.

Owners of buildings, which are not visible from the road, shall place the assigned number on a post or on a mailbox at the entrance to the property.

Such numbers shall be placed on new buildings prior to occupancy. The cost of posting the address shall be the responsibility of the property owner. However, one number place shall be provided to each residential structure with the address change notification.

Every person whose duty it is to display the assigned number or road name sign shall remove any different number or name which might be mistaken for, or confused with, the number or name assigned in conformance with this ordinance.

## **Section 5.02 Specification for Address Numbers**

### **(01) Residences**

Street address numbers for residences shall be at least three (3) inches in height and shall be of a durable and clearly visible material. The numbers shall be conspicuously placed on, above, or at the side of the main entrance so that the number is discernible from the street. Whenever a residence is more than seventy-five (75) feet from the street, or when the entrance is not visible from the street, the number shall be placed along a walk, driveway, or other suitable location so that address numbers shall be of a contrasting color to the background on which they are mounted.

### **(02) Commercial**

Street address numbers for commercial and industrial structures shall be at least four (4) inches in height if located within seventy-five (75) of a roadway or at least ten (10) inches in height if located greater than seventy-five (75) feet from the street. The number shall be placed above or on the main entrance to the structure when possible. If such number is not visible from the street, the number shall be placed along a driveway or on a sign visible from the street.

### **(03) Apartments, Trailer Parks, etc.**

Apartments and similar complexes assigned a single building number shall display address numbers on each assigned structure using numbers having a minimum height of eight (8) inches. Trailer parks and similar complexes assigned a single building number shall display the assigned number at the main entranceway using numbers having a minimum height of eight (8) inches. Numbers or letters for individual apartments, trailers, or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment, trailer, or unit, and shall be at least three (3) inches in height.

## **Section 5.03 Future Address Numbering**

Whenever any house, building, or structure shall be erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owner to procure the correct number or numbers for the said property and to affix said numbers to said building in accordance with this Ordinance. An application for a

building permit for a new building shall be considered an application for an address assignment. The building official shall coordinate the application with the designated agent of the County Administrator responsible for the assignment of addresses and forward the assigned address to the applicant not later than sixty (60) days following issuance of said permit. The applicant shall be required to furnish such measurements in relation to other properties or be required to furnish such landmarks as shall be deemed necessary for assignment of a valid address.

#### **Section 5.04 Modification and Adjustments**

In applying the guidelines specified herein, the County Administrator, or his duly authorized agent, shall have the authority to make minor adjustments and modifications to ensure logical and efficient street address system.

#### **Section 5.05 Applicability**

The provisions of this Ordinance shall be applicable in all areas of Mathews County.

#### **Section 5.06 Violations**

Whenever the County Administrator, or his duly authorized agent, has reason to believe there has been or there exists a violation of this Ordinance, he/she shall give written notice of such violation to the person failing to comply, and order said person to take corrective measures within thirty (30) days from the date of the notification. If such person fails to comply with the duly issued order, the County Administrator, or his agent, shall initiate necessary actions to terminate the violation through criminal or civil measures.

Any violation of this Ordinance shall constitute a Class 4 misdemeanor. Subsequent to the thirty (30) day period following notification of violation, each day of violation shall constitute a separate violation.

#### **Section 5.07 Interpretation**

Interpretation of what may not be clear in this Ordinance shall be according to the intent of the Ordinance and the Comprehensive Plan.

#### **Section 5.08 Conflict with Other Ordinances**

Whenever the regulations of this Ordinance conflict with those of another Ordinance, the stricter shall apply.

#### **Section 5.09 Severability**

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions.

**Section 5.10 Effective Date**

This Ordinance shall be effective immediately upon its adoption.